

LAND DIVISION OF LAND CERTIFICATE OF COMPLIANCE

IMPORTANT PLEASE READ AND FOLLOW THESE GUIDELINES CAREFULLY

PURPOSE

The purpose is to determine if a parcel of land is in conformance with the State Subdivision Map Act and City of Hollister Ordinances in order to permit the sale, lease, or finance of such real property. Any owner of real property may file an application for Certificate of Compliance to the Development Services Department, accompanied by the appropriate processing fee. The State Subdivision Map Act provides general regulations and procedures that local governments must follow in the regulation of Certificate of Compliance. The City also has a Subdivision Ordinance, which provides specific guidelines, standards and regulations.

FILING REQUIREMENTS

STEP #1 FILING THE APPLICATION

The applicant must submit the completed application, 8 copies of the tentative map, all accompanying materials and fees to the Planning Division. The applicant will be notified within thirty (30) days as to whether the application is complete or if any additional information is required.

STEP #2 ENVIRONMENTAL REVIEW

All Certificate of Compliance requests are required to have an environmental assessment to determine the appropriate environmental document to record (Negative Declaration, etc.). The appropriate document must be found to be complete and adequate before the Planning Division may act upon a request.

STEP #3 DEVELOPMENT REVIEW COMMITTEE (DRC)

All Certificate of Compliance applications are reviewed by the staff Development Review Committee (DRC) for its recommendations to the Planning Division. The DRC analyzes the history of the site and existing improvements and forwards any conditions of approval it deems appropriate to the Planning Division.

STEP #4 CONSIDERATION BY THE PLANING DIVISION

Following receipt of comments from other agencies (if applicable) and DRC, the Planning Division will analyze the Certificate of Compliance and render a decision to approve, conditionally approve or deny the request. Such decision will be made in writing. A copy of this report will be sent to the applicant prior to Planning Commission Review.

APPEALS TO THE PLANNING COMMISSION

If the Planning Division denies the Certificate of Compliance or if the applicant disagrees with any conditions of approval imposed by the Development Services Department, the decision may be appealed to the Planning Commission by filing an appeal with the Planning Commission Secretary within fifteen (15) calendar days of the Administrative decision. Within fifteen (15) days of the date of acceptance of a notice of appeal, the Planning Commission Secretary shall fix the place, date and time of hearing the appeal. The date of hearing the appeal shall be within sixty (60) days of the date of Planning

Division decision appealed. Written notice of the time, date and place of hearing the appeal shall be given to the original applicant(s), the appellant(s) and any party who shall have requested notice, in writing. The decision of the Planning Commission shall be by resolution.

STEP #5 FINAL REQUIREMENTS

Following the approval of the Certificate of Compliance, the applicant must complete any conditions of approval and record the Certificate of Compliance. The Certificate of Compliance cannot be recorded until evidence of condition compliance has been submitted by the applicant, and reviewed and approved by the City.

LAND DIVISION

CERTIFICATE OF COMPLIANCE

1. FILING FEE

2. One (1) copy of each property information document as follows:

- _____ Copy of the instrument which created the parcel.
- _____ Legible copy of the current owner's Grant Deed or Contract of Sale
- _____ Map and copies of deeds of all other property owned by the applicant that is contiguous to the subject real property.
- _____ Documentation of recorded access to the subject property owned by the applicant that is contiguous to the subject real property.
- _____ Legal description for the subject property typed on plain white 8 ½ x 11 paper, with 1" margins at the top, sides and bottom. This legal description shall be reproducible so as to yield a legible copy that can be used as part of a recorded Certificate of Compliance. *(Include traverse calculation sheets).*
- _____ Chain of title
- _____ Maps for each deed submitted showing property boundaries and referencing the corresponding deed.

3. SUBMITTAL CHECK LIST *(Return with application materials)*

a. FORMAT

- _____ Eight (8) identical packets to include:
 - _____ Application Form
 - _____ Assessor's Parcel Map
 - _____ Site Plan, folded to 8 ½ x 11 inch size and stapled or clipped with the forms

b. SITE PLAN

Appropriate Scale not to exceed 1:100 ($1'' = 60'$). The following information shall be included on the plans:

- _____ Name, address, and phone number of applicant, architect and/or engineer
- _____ Graphic scale and north arrow
- _____ Vicinity map
- _____ Record of ownership and address

1. Legend to include:

- _____ Assessor's Parcel Number
- _____ Site area
- _____ Zoning designation
- _____ General Plan designation
- _____ Current land use

2. Map to include:

- _____ Property lines and dimensions
- _____ Gross and net area of each parcel

- _____ Topography on property with more than 5% average slope
- _____ Location, elevation and dimension of all existing structures
- _____ Location and dimension of existing and proposed driveways and parking areas
- _____ Indicate record of adjacent properties, addresses and parcel number
- _____ Location of all structures, driveways, parking areas, trees, drainage courses, water courses and areas subject to inundation within 100' of the perimeter of the subject property
- _____ Zoning and existing land use of adjacent parcels
- _____ Location of utility connections, septic tanks and wells
- _____ Location of all existing easements and right-of-ways
- _____ Dimensions of all building setbacks
- _____ Location, width and names of all streets and roads adjacent to and providing access to the property

CHECKED BY: _____ **DATE:** _____